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NASA Procedural Requirements

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Request Notification of Change

(NASA Only)

Subject: Management of Government Quality Assurance Functions for NASA Contracts (w/change 1, dated 8/9/2010)

Responsible Office: Office of Safety and Mission Assurance

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Chapter 5. NASA Letters of Delegation

5.1 Overview

This chapter describes the planning, composition, and issuance of LODs which identify specific delegated Government contract quality assurance functions. LODs are the authoritative link between NASA and the delegated agency.

5.2 Planning Delegations

5.2.1 NASA Centers directly manage CAAS performed by other agencies. Delegation of contract administration functions is the responsibility of the contracting officer, who accomplishes this function through issuance of LODs.

5.2.2 Contracting officers shall:

5.2.2.1 Issue delegations within 10 calendar days of contract award ([Requirement 43298](#)).

5.2.2.2 Request that delegated agencies provide notification of LOD acceptance within 30 calendar days of receipt ([Requirement 43299](#)).

5.2.2.3 Specify that authorized redelegations be issued within 15 calendar days of acceptance of the original delegation ([Requirement 43300 5.2.2.3\(1\)](#)).

Note: Letters of redelegation are prepared and processed by the delegated

agency with notification to the contracting officer that issued the original delegation.

5.3 LOD Content

5.3.1 Contracting officers shall incorporate the applicable requirements and text from the template provided in Appendix C of this NPR into their LODs ([Requirement 43305](#)).

5.3.2 Contracting officers shall include the following in their LODs:

a. Name, location, and telephone number of the designated SMA Point of Contact (POC) who serves as NASA's principal POC and technical/contractual authority liaison for matters pertaining to the delegation and a request for the delegated agency to include this information in letters of redelegation ([Requirement 43005](#)).

b. The identification of any quality assurance decisions which require review by the NASA SMA Lead prior to, and after acceptance for, the Government ([Requirement 43306](#)).

c. Point of contact for obtaining assistance with locating any NASA-unique documents ([Requirement 43307](#)).

d. Dates, frequency, and distribution for submittal of required delegated agency reports ([Requirement 43308](#)).

e. Information concerning assignment of NASA technical representatives at the contractor's facility, including names and functions to be performed ([Requirement 43309](#)).

f. Request for the name of the delegated agency representative to serve as the principal point of contact for the facility where the delegated functions are to be performed ([Requirement 43310](#)).

g. Extent of redelegation authority ([Requirement 43311](#)).

h. Identification of surveillance functions to be performed by the delegated agency utilizing the template provided in Appendix C of this NPR ([Requirement 43312](#)).

i. Criteria for delegated agency selection of mandatory actions, if applicable ([Requirement 43313](#)).

j. Special instructions on preparation and distribution of shipping and acceptance documents ([Requirement 43314](#)).

k. Identification of the delegated agency's responsibility for interim acceptance and for support at the remote site where final acceptance is to occur (for circumstances where final acceptance of supplies and services is not to occur at the contractor's facility) ([Requirement 43315](#)).

l. Instructions regarding the respective responsibilities and authority of the delegated agency and NASA personnel (for circumstances where the delegated activities involve interface with NASA personnel (e.g., end item test and inspection)) ([Requirement 43316](#)).

m. Identification of special training and qualification requirements for personnel performing delegated functions, including special process certifications (e.g.,

nondestructive testing, workmanship) and job classifications or competencies of personnel needed (e.g., safety engineer) ([Requirement 43317](#)).

5.3.3 Contracting officers shall maintain a central file of LODs for their Center ([Requirement 43318](#)).

5.4 Redelegations

Redelegation is the formal action taken by a delegated agency when a portion of the required SMA functions cannot be performed because of geographical location, facility cognizance, technical or administrative capability limitations, or inter-Governmental Agency agreements. The NASA Center may choose to withhold redelegation authority, provide complete redelegation authority, or provide the delegated agency with specific directions on functions to be redelegated.

5.5 Action upon Completion of Delegated Functions

5.5.1 The contracting officer shall maintain delegations at all tiers for the same period of time as required for records to be maintained in the contract/subcontract under surveillance ([Requirement 43321](#)).

5.5.2 Delegated agency facility quality assurance files are normally considered closed when the last supplies/services on the contract have been delivered/performed.

5.5.3 Delegations may be reopened within one year after contract completion and shall be retained for easy retrieval ([Requirement 43323](#)).

5.5.4 The contracting officer shall advise the delegated agency to hold the delegation open when conditions exist or are expected that would justify extension of the contract period of performance ([Requirement 43324](#)).

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